



Data Vista provides an ITAD service for equipment disposal to include selling, re-marketing, re-purposing, recycling, or donating of equipment assets. We alleviate the customer responsibility to properly manage asset disposal when equipment reaches the end of its life. We collaborate with customers to achieve the following goals:

- Establish business processes to dispose of equipment
- Maintain corporate reputation
- Recover value from retired assets

The decision of when to dispose of equipment is a financial decision that Data Vista can analyze and provide recommendations. Many organizations do not have a dedicated ITAD capability or plan on how to benefit from the sale of retired assets. The decision of when to dispose of equipment is based on the following factors:

- Direct service cost to maintain, repair IT assets
- Indirect business costs of equipment failures
- Availability of resources to migrate to a new (or newer) platform



IT Assets: Even after they are written down to zero on your books, many of those assets have market value. The right program will maximize that value across all of your assets and locations, reducing the total cost of ownership (TCO).



Compliance: A good ITAD program will ensure that corporate security, compliance, and risk management policies and procedures are met. It will minimize the risk of any data breach, create auditable records for compliance, and provide peace of mind, with proof.



Environmental: Beyond compliance, you want to ensure all aspects of your program contribute to corporate environmental stewardship goals, and support local, state, and federal environmental requirements. With all regulations, and the evidence that you have diverted every possible bit of material from landfills back into the supply chain.



Resources are always in short supply. ITAD needs to be done, and done right. A good program will make the process as efficient as possible so your resources can focus more of their time on their primary role.

Data Vista develops an enterprise-wide asset recovery plan that includes:

- Tracking each stage of disposal: packing, shipping, processing, and recycling
- Transparency of the equipment's end-of-life journey
- A standard, corporate wide approach
- Accurate tracking of every asset

To develop the best program for your organization, you first need to determine your needs, priorities, and the current state of your ITAD program. Then you can analyze the gaps between your priorities and the actual process and its results.

Who Are the ITAD stakeholders in your organization? Make sure to include all of them. If your organization has multiple business units or locations, be sure to include them too.

STAKEHOLDER EXPERTISE	STAKE HOLDER NAME
It Executive Management	
IT Asset Management	
Compliance	
Risk management	
IT/Data Security	
Sustainability/Green Team	
Data Center Management/Operations	
Facilities	
Logistics	
Finance	

Once you have identified All Stakeholders, interview them. Some of the Questions you should ask them are:

What do they see as the Priority in the ITAD process?

Here's a List of Ideas to start with- don't limit yourself to these:

- Lower TCO
- No-Cost ITAD
- Higher Returns on remarketed equipment
- Data Security
- Environmental Compliance
- Speedy Disposition
- More Detailed Reports/Audits
- Internal Resource Requirement Reduction
- Chain Of Custody
- Standardization Across The Organization

What Should the Goals be for the ITAD program?

What Concerns do they have?

How do these priorities fit within the boarded organizational goals and strategies?

Before you can develop a new IT asset disposition program, it's necessary to develop a complete understanding of what your current processes really are, and who is doing what.

- **Do you have a strong understanding of the distribution of your assets across your Geographic footprint? Do you know the details of those assets (hardware specifications, software)? How detailed and accurate is your asset management system?** _____

- **Which of your assets are leased, and which are owned? Do the same people manage the disposition for each group of assets?** _____

- **Who manages ITAD for each location and/or department? Make a list of a grid. Be sure to include all Assets: desktop, mobile, data center, network, etc...** _____

- **Which budget(s) pay for these assets? Which pays for the disposition? Where does any return from remarketing go?** _____

- **Do you have historic data on your ITAD program for the whole organization? How frequently does your organization have an asset disposition project? What is the average number of asset per project? Associate the costs/returns for each location/disposition and get a total for the past year.** _____

If your company partners with vendors for data destruction, remarketing, or recycling, the success of your program depends on the ability of those vendors. While you are assessing your ITAD program, you should also assess the vendor(s) you are using, how your company’s relationship with service is structured, and how satisfied everyone is with the service levels. Make another grid.

What certifications does each of your vendors hold? Be sure you have proof. Ask to see the certificates if you have not done so, or check the certification websites.

VENDOR NAME	CERTIFICATION

Which Locations does each vendor serve for you today? What locations could they serve?

VENDOR	LOCATION SERVED	COULD SERVE

What does each vendor currently provide to you? What other services do they Offer? Include at least one of the Following:

- Remarketing/resale
- Data Sanitization
- Data Destruction
- Recycling
- Detailed Audits/Reports

What Service level Agreement is in place or what is the vendors’ actual service level, especially in regard to:

- Time from request to pickup
- Time for reporting, financial reconciliation
- Responsiveness to queries

Do you have a contractual relationship with your vendors, and if so, what is the term of each contract? Who manages each one?

VENDOR	CONTRACT STATUS	MANAGER

Rate each vendor (this should be done by the people who deal with each vendor most often). Some categories to include in your ratings are...

- Responsiveness
- Reliability
- Quality
- Reporting
- Account/Project management
- Ability to Service each Location

After Collecting the details of your organizations IT asset disposition process and setting the goals, the analysis can be performed.

- **Interview-** Everyone with their roles and involvement in ITAD
- **Current State-** Of all Existing ITAD program and vendor relationships
- **Goals and Objectives-** For the ITAD program going forward.

Performing a thorough ITAD assessment is time-consuming, and getting objective feedback from internal sources can sometimes be difficult. Data Vista has experience team members who can help you design the assessment, conduct interviews and do the analysis with you!

NOW WHAT?

A next generation ITAD program can enhance data security, reduce risks, reduce costs and increase returns, all while aligning the program with your organizations strategy and goals. A well planned program will ensure that your internal resources' time is spent as productively as possible while also making it as easy as possible for them to meet your requirements.

Performing a thorough assessment and analysis takes some time and effort. The payback on that investment can be significant.

If you do your own assessment, share the details with your ITAD partners so they can help you meet your goals. If you don't have the resources to perform the assessment yourself contact Data Vista and we'd be happy to assist you. Data Vista offers a formal assessment and analysis program. **Contact us to find out how we can help you!**